

## PROFESSIONAL LEGAL RESEARCH

Coordinating and managing a write-on competition for your law school program can be a daunting challenge. You may be familiar with The West Education Network (TWEN®) in the classroom and for your law review, but are you aware that TWEN is also a powerful write-on competition tool? You can create a separate law review course in TWEN to manage student submissions, maintain anonymity among the competitors, plan competition schedules, and record and announce results at the end of the competition.

### Extending Your Westlaw® Password

All Write-On Competition participants will need to extend their Westlaw password for the summer session in order to participate in the Write-On Competition.

To extend your Westlaw password, complete these steps:

1. Go to <http://lawschool.westlaw.com/registration/summerextension.asp>.
2. Enter your username and password or your Westlaw password and then click **Sign On**. The Westlaw Password Summer Extension page is displayed.
3. Select **Law Review and Journal Work** as the reason you are requesting to extend your Westlaw access.
4. Click **I Agree**.

### Creating a Course in TWEN

Your Academic Account Manager (AAM) or Student Representative will need to create a course in TWEN for your Write-On Competition. Once the course is created, the AAM or Student Representative needs to add the students who are managing the Write-On Competition as a co-teacher or administrator for the course. Administrators and co-teachers have full access rights to the course.

**Category:**

TWEN

---

For research assistance 24 hours a day, seven days a week, call the West Reference Attorneys at

**1-800-850-WEST**  
**(1-800-850-9378)**

or click **Help** on Westlaw for a live help session.

---

For technical support, call  
**1-800-486-4876**.

You can also send an e-mail message to  
[west.twensupport@thomson.com](mailto:west.twensupport@thomson.com).

## Becoming an Administrator for Your Write-On Competition Course

In order to manage the Write-On Competition course in TWEN, your Academic Account Manager or Student Representative will need to add you as an Administrator or Co-Teacher for the TWEN course.

To make someone an administrator or co-teacher for a course, complete these steps:

1. Click the course name on the My Courses page. The course home page is displayed.
2. Click **Modify Course** under Display for Faculty Only to display the Modify This Course page.
3. Click **Modify Course Information**. The Modify Course Information page is displayed.
4. In the Access Groups section, enter the numeric portion of the Westlaw password in the *Co-Teacher Access* text box.
5. Click **Submit Course Changes**.

You can enter the course by clicking the course title on the My Courses page. You can personalize the My Courses page and modify your course elements (e.g., forums, document pages, and quizzes.)

### MODIFYING ELEMENTS OF A COURSE

You can easily modify the course elements of your Write-On Competition. Enter the course by clicking the course title on the My Courses page, then click **Modify Course** on the left side of the course home page. The Modify Course page is displayed. Use the options on the right side of the page to customize your course attributes.

## Using Anonymous Grading

Anonymous grading allows you to use student-created identifiers (instead of names) when reviewing write-on competition packet submissions so that you do not know which student's work you are reviewing.

To implement anonymous grading in your Write-On Competition course, complete these steps:

1. Click the course name on the My Courses page. The course home page is displayed.
2. Click **Grade Book & Assignments**. The Grade Book & Assignments page is displayed.
3. Click **Anonymous Grading**. The Anonymous Grading page is displayed.
4. Select **Use anonymous grading for this course**.
5. Select the appropriate check boxes (**Assignment Drop Box submissions** or **Quizzes**) corresponding to the feature for which you want to use anonymous grading.
6. For courses that use anonymous grading, students are required to submit an identifier.
  - Identification numbers can be any combination of letters and numbers.
  - In the displayed text box, type instructions explaining what number (such as a student ID number) your students should submit.
  - When students are prompted to submit an identifier, they also receive the instructions you provide.
7. Click **Submit**, then click **Submit** again to confirm your choices.
  - Once you have established anonymous grading for your course, you must contact West if you want to switch to using student names for grading.
  - When you view a list of student identifiers, the list is sorted alphabetically based on the student identifiers.

## Creating a Write-On Competition Assignment

To create a new assignment, complete these steps:

1. Click the course name on the My Courses page. The course home page is displayed.
2. Click **Grade Book & Assignments**. The Grade Book & Assignments page is displayed.
3. Click **Create Assignment**. The Create Assignment page is displayed.
4. Type a title for your assignment in the *Title* text box.
5. Type a description of your assignment in the *Description of the assignment* text box.
6. Clear the **Automatically mark citations in your description to link to Westlaw** check box if you do not want to have citations in your assignment description automatically link to Westlaw.
7. To upload a file from your computer, click **Browse** next to the File to upload text box. Locate the file you want to attach and then click **Open**. The path and file name are displayed in the File to upload text box.
8. Specify when this assignment will be available to students by choosing the appropriate availability option (e.g., **Start showing this assignment on...**) and other options from the corresponding drop-down lists.
9. Choose the assignment's due date and time using the appropriate drop-down lists.
10. To allow students to submit assignments after the due date, select the **Allow submissions after the Due Date** check box.
11. Clear the **Send an e-mail message to me each time a student submits an assignment** check box if you do not want to receive notification (via e-mail) each time a student submits an assignment.
12. You can have TWEN add a time stamp to the assignment showing when the student accessed the assignment and when he or she submitted it. You can also add a message to explain to students that this is a timed assignment. This message is displayed before the student accesses the assignment.
13. Select whether you want the assignment's due date added to the course calendar and whether you want TWEN to send an automatic e-mail message as a reminder to your course participants prior to the due date.
14. Click **Submit**.

**Note** Students access the course assignments you create by clicking **Assignment Drop Box** on any course page.

### VIEWING INFORMATION ABOUT YOUR ASSIGNMENT

To view the properties of an assignment, complete these steps:

1. Click the course name on the My Courses page. The course home page is displayed.
2. Click **Grade Book & Assignments**. The Grade Book & Assignments page is displayed.
3. Click the assignment name in the table to view a detailed page about the assignment.
4. You can also use this page to modify and delete assignments and record grades for assignments.

### MODIFYING AND DELETING ASSIGNMENTS

To modify or delete an assignment, complete these steps:

1. Click the course name on the My Courses page. The course home page is displayed.

2. Click **Grade Book & Assignments**. The Grade Book & Assignments page is displayed.
3. Click the name of the assignment in the table. The Assignment Page is displayed.
4. Complete one of these steps:
  - To edit an assignment, click **Edit**. The Modify Assignment page is displayed. Update the information on the form and then click **Submit**.
  - To delete an assignment, click **Delete**. Click **Delete** again to confirm the deletion.

### Downloading Submissions

You can download all of the submissions for an assignment at once by performing these steps:

1. Click the course name on the My Courses page. The course home page is displayed.
2. Click **Grade Book & Assignments**. The Grade Book & Assignments page is displayed.
3. Click **Download Submissions** in the column of the specific assignment.
4. Click **Click Here to Download a Batch of Assignments** in the Download Links column. A WinZip file is created containing all of the submissions for the assignment as well as a Batch Manifest file containing details of each student's submission.
5. Click **Open** to open the .zip file or **Save** to save the file to your computer or network.

### Removing Anonymous Grading

After all of the Write-On Competition submissions are turned in, you will need to remove anonymous grading from your Write-On Competition course in order to view who submitted what assignment. You will need to contact West by sending an e-mail message to [west.twensupport@thomson.com](mailto:west.twensupport@thomson.com) or by calling West at 1-800-486-4876.

For assistance using Westlaw, call 1-800-850-WEST (1-800-850-9378).  
For free reference materials, visit [west.thomson.com/westlaw/guides](http://west.thomson.com/westlaw/guides).